

## NATIONAL TRANSPORTATION SAFETY BOARD

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IN RE: :  
: :  
THE EL FARO INCIDENT OFF : NTSB Accident No.  
THE COAST OF THE BAHAMAS ON : DCA16MM001  
OCTOBER 1, 2015 :  
: :  
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Interview of: Kristen Morrison

Wednesday,  
December 2, 2015

Marriott Hotel  
Jacksonville, Florida

BEFORE:

CARRIE BELL, NTSB

This transcript was produced from audio  
provided by the National Transportation Safety Board.

APPEARANCES:On Behalf of the U.S. Coast Guard:

KEITH FAWCETT  
U.S. Coast Guard

On Behalf of TOTE Services:

LEE PETERSON  
Director, Marine Safety & Services  
TOTE Services  
10550 Deerwood Park Blvd, Suite 602  
Jacksonville, FL 32256  
904-248-4700

On Behalf of the Interviewee:

GIL FELTEL, ESQ., Tanner Bishop

OTHERS PRESENT:

MELISSA SERRIDGE, TOTE Services

P-R-O-C-E-E-D-I-N-G-S

(No time provided)

MS. BELL: This is Carrie Bell with the NTSB. Today is December 2nd, 2015. We are in the Jacksonville Residence Inn in Florida. We are interviewing Kristen Morrison in relation to the *El Faro* accident.

We'll go around the room in a minute. I'm going to just go through these briefing items real quick.

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You're allowed to have one representative of

1 your choice, which you have. He cannot testify for  
2 you, but if you have questions you want to ask, feel  
3 free to stop and have that conversation. So that's  
4 fine.

5 So again, I'm Carrie Bell. I am the Human  
6 Performance Investigator with the -- I'm the group  
7 chairman of the Human Performance Team and I'll be  
8 leading the interview.

9 And we'll go around the room.

10 MR. PETERSON: Lee Peterson, the TOTE party  
11 coordinator.

12 MS. SERRIDGE: Melissa Serridge, HR manager  
13 for TOTE Services and part of the Human Performance  
14 Group.

15 MR. FAWCETT: Hi, my name is Keith Fawcett.  
16 I'm a Coast Guard marine casualty investigator,  
17 civilian. I work with Carrie and Melissa. And also we  
18 don't have anybody in here from the Nautical Operations  
19 Group, so I'm kind of like pinch hitting for them. And  
20 I'm a licensed mariner.

21 MS. BELL: Okay.

22 MS. MORRISON: And I'm Kristen Morrison.  
23 I'm the business unit controller for TOTE Services.

24 MR. FELTEL: Gilbert Feltel, Tanner Bishop  
25 Law Firm, here as Ms. Morrison's personal

1 representative.

2 MS. BELL: And are you okay with us  
3 recording this?

4 MS. MORRISON: Yes.

5 MS. BELL: Okay. I just wanted you to  
6 acknowledge that on the record.

7 MS. MORRISON: Absolutely.

8 MS. BELL: Can you tell me, what is your  
9 title again?

10 MS. MORRISON: Business Unit Controller.

11 MS. BELL: Okay. And can you tell us a  
12 little bit about your background?

13 MS. MORRISON: Sure. I have -- I graduated  
14 from Flagler College in St. Augustine, Florida. I've  
15 worked in the accounting field for the past 15 years.  
16 I've been with the TOTE companies for the past seven  
17 and in my current role for the past year-and-a-half or  
18 so.

19 MS. BELL: And in your current role what are  
20 your duties?

21 MS. MORRISON: I'm responsible for month-end  
22 close, financial statements, reporting. Billing falls  
23 under me. Payroll processing is actually under  
24 Melissa's group, but my group handles the -- you know,  
25 actually getting it into the ledger and that kind of

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1 thing. Basically anything to do with the -- the  
2 numbers for us.

3 MS. BELL: Okay. And you work for which  
4 company?

5 MS. MORRISON: So I am technically -- this  
6 gets tricky, right? So technically I am a TOTE  
7 Resources employee. You haven't heard that one before.

8 MS. BELL: No, I haven't.

9 MS. MORRISON: So under the TOTE, Inc. group  
10 you have TOTE Resources, you have TOTE Services and  
11 then you have the two TOTE Maritime companies. All of  
12 the finance employees are TOTE Resources employees.

13 MS. BELL: All of the finance people?

14 MS. MORRISON: Yes, all of the finance  
15 people for all of the companies are TOTE Resources  
16 employees.

17 MS. BELL: Okay. So do you work with all of  
18 the companies then?

19 MS. MORRISON: No, I have a counterpart that  
20 -- there is a business unit controller in all of the --  
21 the operating companies.

22 MS. BELL: Oh.

23 MS. MORRISON: So there's one in TOTE  
24 Maritime Puerto Rico, one in TOTE Maritime Alaska.

25 MS. BELL: Okay.

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1 MS. MORRISON: And then I'm -- I'm that  
2 person for TOTE Services.

3 MS. BELL: Okay. So do you do accounting  
4 for -- you threw me off with the TOTE Resources, so now  
5 I'm --

6 MS. MORRISON: Sorry.

7 MS. BELL: -- trying to figure out -- so  
8 accounting for --

9 MS. MORRISON: For TOTE Services.

10 MS. BELL: Okay.

11 MS. MORRISON: So the TOTE Services company,  
12 we -- we're ship management companies, so we manage  
13 vessels for other -- you know, other companies. We  
14 have government vessels, we have some commercial  
15 contracts, and then we have the -- the four TOTE  
16 Maritime vessels. And we manage those vessels as well.

17 MS. BELL: Okay. So you handle the incoming  
18 payment from all of the different contracts?

19 MS. MORRISON: We handle -- we basically --  
20 the way our operation works is we charge a management  
21 fee. That is to cover, you know, the -- the day-to-day  
22 operating, that kind of thing for the vessels. Any of  
23 the expenses are -- are passed through. So for the  
24 TOTE Maritime companies, because they're in our  
25 company, they get charged directly to those companies.

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1 They don't go on our books. I don't see them on my  
2 financial statements or anything like that. They get  
3 passed straight through. For other contracts they  
4 would go on our books, but they're passed through and  
5 they're not really an expense to us per se.

6 MS. BELL: Okay. The cargo contracts, you  
7 mean?

8 MS. MORRISON: The cargo contracts are not  
9 part of us at all. That's totally TOTE Maritime.

10 MS. BELL: Okay.

11 MS. MORRISON: Yes.

12 MS. BELL: So what do you specifically  
13 handle?

14 MS. MORRISON: Our Purchasing Group would  
15 handle the purchasing of any vessel-related items.

16 MS. BELL: Such as?

17 MS. MORRISON: They handle everything from  
18 consumables, you know, towels, linens, maintenance  
19 items.

20 MS. BELL: Things that go on the vessel?

21 MS. MORRISON: Yes.

22 MS. BELL: Okay. And not payroll?

23 MS. MORRISON: Payroll also. So crew wages  
24 are also part of -- because the crew are considered  
25 TOTE Services employees, those payments are also

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1 processed in our office and those do -- those are a  
2 pass-through expense that are recorded on our books and  
3 they're passed through to the maritime companies.

4 MS. BELL: So do you work with TOTE Services  
5 crewing, Melissa Clark (phonetic), for those types?

6 MS. MORRISON: Not Melissa Clark. For  
7 those, I mean, all we really do with the payroll  
8 process is Melissa Serridge's group, her Payroll Group  
9 will actually process -- they have the interaction with  
10 the captains and all of that to process the payroll.  
11 We get basically a payroll file that we're putting  
12 together so that we can record the costs in the ledger.

13 MS. BELL: Okay. So it's basically just to  
14 log it?

15 MS. MORRISON: Yes.

16 MS. BELL: Okay. Got it. And you said  
17 you've worked for TOTE for how long?

18 MS. MORRISON: For seven years.

19 MS. BELL: Seven years?

20 MS. MORRISON: Seven years, yes.

21 MS. BELL: With the same company, TOTE  
22 Resources?

23 MS. MORRISON: I've been -- well, they just  
24 switched -- the TOTE Resources didn't exist at the  
25 beginning. I worked -- originally I worked for Sea

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1 Star Line, back before it was TOTE Maritime Puerto  
2 Rico. A year-and-a-half ago when TOTE Services moved  
3 down from New Jersey was when I came into my current  
4 role and at that point is when I started working for  
5 TOTE Resources.

6 MS. BELL: Okay. And so who do you report  
7 to?

8 MS. MORRISON: My boss is Jeff Smith  
9 (phonetic), and he's the financial director for TOTE  
10 Resources.

11 MS. BELL: Okay.

12 MS. MORRISON: Yes, I do have a dotted line  
13 to Phil Greene, to the president of TOTE Services.

14 MS. BELL: Okay.

15 MS. MORRISON: Yes. So even though --  
16 there's agreements in place, basically because of the  
17 services that are provided. We have shared services  
18 agreements --

19 MS. BELL: Okay.

20 MS. MORRISON: -- you know, for all the  
21 financial -- yes, I mean, we're doing AP, AR, all of  
22 that. Accounts payable. Accounts receivable. Sorry.

23 MS. BELL: Okay.

24 MS. MORRISON: We handle all -- you know,  
25 all of the processing of -- yes, the utilities,

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1 anything like that for -- the offices are all --

2 MS. BELL: Okay.

3 MS. MORRISON: -- that -- those are all  
4 financial functions.

5 MS. BELL: Yes.

6 MS. MORRISON: So any of those functions are  
7 kind of housed into resources. But business unit  
8 controller for TOTE Services I have that dotted line --

9 MS. BELL: Okay.

10 MS. MORRISON: -- to -- to Phil.

11 MS. BELL: So just to understand a little  
12 bit more about how the process works in terms of  
13 purchasing, if there are things that are needed on the  
14 ship, how does that get flowed to you?

15 MS. MORRISON: So purchasing doesn't  
16 actually fall under me. It actually falls under --  
17 Lisa Gee (phonetic) is our purchasing manager and she  
18 reports to Lee, but -- and so I can -- there's purchase  
19 orders that are issued and those flow -- basically when  
20 the invoices are paid. I don't see anything. They  
21 don't go into our accounting system until those  
22 invoices are actually paid. And that's the first time  
23 that I would see anything like that.

24 MS. BELL: Oh, okay.

25 MS. MORRISON: I don't have the visibility

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1 when the vessels are, you know, requesting items or  
2 anything like that. I'm not notified at that point in  
3 time.

4 MS. BELL: Okay. So I'm just trying to  
5 understand the flow of the various companies and how  
6 your role fits across that. And I feel like I'm still  
7 struggling to understand it.

8 MS. MORRISON: So for TOTE Services I --  
9 right now we're in the throes of month-end, so I'm  
10 preparing journal entries, you know, financial  
11 reporting, things like that. So that's my support, I  
12 guess, to the business --

13 MS. BELL: Yes.

14 MS. MORRISON: -- is that I'm, you know,  
15 getting all of the -- the transactions. You know, the  
16 majority of the financial transactions fall under me.  
17 I'm getting those processed so that we can then prepare  
18 the financial reporting --

19 MS. BELL: Okay.

20 MS. MORRISON: -- that supports the company.

21 MS. BELL: Okay. And you said in terms of  
22 the contracts, getting paid by the customers, that does  
23 not go through you?

24 MS. MORRISON: No.

25 MS. BELL: So you never see any of that?

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1 MS. MORRISON: No.

2 MS. BELL: Okay. So do you have to do a  
3 report, like a presentation at the end of the month or  
4 do some kind of a board meeting, or anything like that  
5 with the rest of the companies?

6 MS. MORRISON: No. No, I mean, we -- each  
7 of the companies has their own financial statement, so  
8 we have our, you know, TOTE Services financial  
9 statements. Once we're closed for the month, then I  
10 send that out to our Executive Team and, you know,  
11 we'll sometimes discuss it. We have a weekly flash  
12 meeting. We'll sometimes discuss it there. But there  
13 -- it doesn't go out to the other companies.

14 MS. BELL: Okay. I'll go around the room to  
15 see if opinion --

16 MR. PETERSON: Sure. Lee Peterson with  
17 TOTE. Kristen, maybe you could just elaborate on  
18 what's presented at the flash meetings.

19 MS. MORRISON: Sure.

20 MR. PETERSON: I think that might help.

21 MS. MORRISON: Yes, so we have a weekly  
22 flash meeting where we do a forecast of what we think  
23 the month and then, you know, the remainder of the year  
24 is going to look like. We present the P&L, more or  
25 less. I mean, I have an Excel spreadsheet that goes

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1 out that has the P&L and -- and we'll talk about --  
2 profit and loss statement. Sorry. And I will send  
3 that out. We'll review, you know, a couple of key  
4 items on there: our gross profit, our net income, our  
5 general and administrative expenses. There's not a  
6 whole lot of hot buttons that we kind of address.  
7 Those are the things that we talk about.

8           From my perspective we've got some billing  
9 metrics that we look at as well for billing our  
10 customers, which doesn't apply to the maritime  
11 companies, but it does our external companies, our  
12 external customers.

13           MR. PETERSON: And this is Lee again. Who  
14 attends these weekly meetings?

15           MS. MORRISON: So the flash meetings are  
16 attended by the executive management and then other  
17 managers throughout the TOTE Services organization.

18           MS. BELL: Executive management being who?

19           MS. MORRISON: So do you want names, titles  
20 or --

21           MS. BELL: Sure.

22           MS. MORRISON: Okay. Phil Greene, our  
23 president, is there. Mitch Walker (phonetic), who is  
24 VP of Marine Operations for the government side. Phil  
25 Morrell (phonetic), who's VP of Operations for the TOTE

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1 Maritime side, Mick Condracky (phonetic), who's  
2 Director of Labor Relations. Lee Peterson attends.  
3 And myself. That's it for the Executive Team. Melissa  
4 Serridge is there, Melissa Clark, John Lawrence. Lisa  
5 Gee.

6 MR. PETERSON: I believe basically  
7 (inaudible).

8 (Simultaneous speaking)

9 MS. MORRISON: Yes, and like -- yes,  
10 basically the managers. Tiffany Nichols (phonetic),  
11 who's our -- and their our Directors of Shipping  
12 Management also attend.

13 MS. BELL: And that's weekly?

14 MS. MORRISON: Yes.

15 MS. BELL: Okay. And that is just to go  
16 over the financials?

17 MS. MORRISON: We go over our forecast for,  
18 you know, that particular month that we're in. We also  
19 review anything that's going on. The -- the actual  
20 financial piece maybe takes 10 or 15 minutes of an  
21 hour-long meeting. There's a narrative that goes along  
22 with it where we talk about any potential business  
23 opportunities, you know, the status of particular  
24 vessels. You know, our government vessels go in and  
25 out of a reserve status and an operating status, so

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1 there's an opportunity to talk about those. And, you  
2 know, if there's anything really major that's occurring  
3 at any point in time with our vessels. It's more --  
4 you know, it's almost like a staff meeting to talk  
5 about, hey, what's going on in your area, you know?

6 MS. BELL: Okay. Thank you for clarifying  
7 that.

8 MS. MORRISON: Sure. No problem.

9 MS. BELL: That's all I have.

10 MS. MORRISON: Good question.

11 MS. SERRIDGE: None.

12 MR. FAWCETT: Keith Fawcett for the Coast  
13 Guard. So you handle money in/money out, putting the  
14 money on the books?

15 MS. MORRISON: For TOTE Services.

16 MR. FAWCETT: Correct. Regarding the ships  
17 and the operation of the ships?

18 MS. MORRISON: Yes.

19 MR. FAWCETT: So when it comes to like  
20 repairs to the vessel or big ticket items --

21 MS. MORRISON: Yes.

22 MR. FAWCETT: -- do you just basically do  
23 what you're told? I'm trying to simplify that.  
24 Someone else approves it and they pass it on to you, or  
25 do you have some part in saying anything about the

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1 justification of the expense or the cost?

2 MS. MORRISON: It would depend upon the type  
3 of expense to an extent. The normal purchasing  
4 process, which I'm by no means an expert on that, so I  
5 don't really want to speak out of turn as to the exact  
6 process, but we do have, you know, financial controls  
7 in place as far as delegation of authority and who has  
8 limits as to how much they can approve on a particular  
9 invoice.

10 So if you're, you know, above a certain  
11 threshold -- you know, a port engineer has a certain  
12 amount that they can approve. A vice president has a  
13 certain amount that they can approve. The president.  
14 It goes on up to the -- you know, the CFO and the  
15 president of TOTE, Inc., depending on the dollar amount  
16 of an invoice. So there are, you know, approval  
17 processes for a regular invoice and the requisitions of  
18 those invoices. I don't have a part of that process as  
19 far as the normal operation of the -- you know, the  
20 vessels. That just kind of occurs through the system.

21 We also have what are called capital  
22 expenditures. Those are planned major expenses: dry  
23 docking of a vessel, new software being put in place,  
24 things like that, that that process is a little bit  
25 different. And there is -- because for us in finance

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1 there are two different buckets of money. There's  
2 operating dollars and there's capital dollars. And so  
3 that capital process requires some additional forms to  
4 be filled out, some approvals that have to be received  
5 before anything can be processed with those.

6 Those I am involved with as far as I get a  
7 copy of the form. I have to sign the actual capital  
8 expenditure form when it's being requested. The CFO of  
9 TOTE, Inc. approves all of those. And then those  
10 expenses, as they come through, go through an automated  
11 system and I go in and I view those and so sign-off on  
12 those.

13 MR. FAWCETT: Let me just ask about an  
14 example. The decision like to have Intec (phonetic)  
15 provide the Polish Riding Gang (phonetic) contractors  
16 -- just so I can understand the process, how did that  
17 happen? I don't mean happen outside your world.  
18 Happen with the cost associated that you manage.

19 MS. MORRISON: I had no part in -- I mean,  
20 that -- those costs didn't even -- those costs aren't  
21 TSI costs, so they don't hit my books. Those vessel  
22 costs -- so when the TOTE Maritime vessels, you know,  
23 request whatever it may be, whether it's just their  
24 consumables or a specific repair item, you know, our  
25 Purchasing Department handles the requisition and --

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1 and the processing of that. But it gets coded within,  
2 you know, the GL codes that are used. It gets coded  
3 directly to the TOTE Maritime companies. That's not an  
4 expense that flows through on my books, so I don't have  
5 a part in that.

6 MR. FAWCETT: Okay. So that would be TOTE  
7 Maritime?

8 MS. MORRISON: Yes.

9 MR. FAWCETT: And is there a counterpart  
10 with TOTE Maritime that would do the same thing you  
11 would do at TSI for that?

12 MS. MORRISON: Yes.

13 MR. FAWCETT: And who would that be?

14 MS. MORRISON: That's Ben Taylor (phonetic).

15 MR. FAWCETT: And would it be the same for  
16 like repairs of one of the -- say the *El Faro*? If  
17 there was a particular repair that was going to take  
18 place that would sort of dry docking or short of major,  
19 would you group handle the money in/money out for that?

20 MS. MORRISON: It would -- any of the  
21 purchases for the vessel that -- I mean, outside of the  
22 payroll really. The payroll is the only thing that  
23 hits my books that gets passed through, something  
24 that's related to the crew, but any of the other  
25 expenses, they go directly to the TOTE Maritime

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1 operating companies. We don't -- I don't see them at  
2 all. They go straight there.

3 MR. FAWCETT: Okay. So you mentioned -- and  
4 I'm certainly not even remotely business -- I don't  
5 have any business acumen. But you talked about the  
6 profit and loss.

7 MS. MORRISON: Yes.

8 MR. FAWCETT: So you've been doing this  
9 particular job within TOTE for a year-and-a-half?

10 MS. MORRISON: Yes.

11 MR. FAWCETT: In just general terms have the  
12 profits increased?

13 MS. MORRISON: For TOTE Services?

14 MR. FAWCETT: Yes.

15 MS. MORRISON: We got a new commercial  
16 contract this past year, so our profits have gone up  
17 slightly due to that. We got seven new vessels. But  
18 they don't tend to -- you know, our -- our agreement  
19 with the TOTE Maritime companies and with the majority  
20 of our other customers is a flat management fee rate.  
21 So you're going to pay me, you know, \$100 a day to  
22 manage your vessel, and that's what I get. You know,  
23 that's an agreed-upon rate. There may be, you know, an  
24 inflation- rate-that's-added-each-year-kind of a thing,  
25 but it's an agreed-upon rate ahead of time that says,

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1 okay, this is what it's going to cost to do it. We  
2 sign a contract. We do the same thing with our other  
3 commercial contracts and the government contracts, too.

4 MR. FAWCETT: And the seven new vessels, are  
5 they MORAD vessels?

6 MS. MORRISON: They -- no, they were ARC,  
7 American Roll-On Roll Off Carrier. So it's a  
8 commercial contract.

9 MR. FAWCETT: And then is your profit and  
10 loss -- like could you say that, or could you speak to  
11 the *El Faro* and the *El Yunque*, whether they've been  
12 profitable since you've been there?

13 MS. MORRISON: They don't really -- I mean,  
14 they don't really change too much. All that -- my only  
15 revenue, basically because all of the expenses are  
16 passed through, is that management fee that we charge.  
17 And that's, you know, changed slight from year to year  
18 just with inflation. But we don't look at each vessel  
19 really on a -- on a -- we look at the company in whole  
20 on a profit and loss basis. We don't really look at  
21 each vessel in that way.

22 MR. FAWCETT: Are there financial audits?

23 MS. MORRISON: Yes, we have an outside  
24 accounting firm that comes in and does an audit every  
25 year. They do it at the Saltchuk level and then down

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1 to each -- like a TOTE, Inc. level. So the same group  
2 comes and audits all of the TOTE companies.

3 MR. FAWCETT: So they move through the whole  
4 strata?

5 MS. MORRISON: Yes. Yes, so this year we  
6 have a new auditor. It's Ernst & Young. Prior to that  
7 it was Price Waterhouse Coopers.

8 MR. FAWCETT: And at these weekly meetings  
9 -- so is the flash meeting any different from just a  
10 general company meeting that takes place on Wednesday?

11 MS. MORRISON: It's only -- it -- it is the  
12 meeting that's on Wednesday.

13 MR. FAWCETT: Okay.

14 MS. MORRISON: It's only the -- the  
15 management of the company. So, you know, other staff  
16 members aren't there.

17 PARTICIPANT: (Off microphone)

18 MS. MORRISON: Yes, the management of TOTE  
19 Services.

20 MR. FAWCETT: Right.

21 MS. MORRISON: Yes.

22 MR. FAWCETT: At any of those meetings on a  
23 Wednesday, have you made most of them in the last  
24 several months?

25 MS. MORRISON: Yes.

1 MR. FAWCETT: Has there been any discussion  
2 about a late-August voyage where the ship took a  
3 different route?

4 MS. MORRISON: Not to my recollection.

5 MR. FAWCETT: Okay. Thank you.

6 MS. MORRISON: You're welcome.

7 MS. BELL: I don't actually have any other  
8 questions for you.

9 PARTICIPANT: Nothing here.

10 MS. BELL: I hate to put it on your, Keith.  
11 On the business side I'm just -- I'm stumped. Do you  
12 have any --

13 MR. FAWCETT: No, you've been very  
14 forthcoming and very helpful and I thank you very much.

15 MS. BELL: Yes, thank you.

16 MS. MORRISON: You're welcome.

17 MS. BELL: Appreciate it very much. If I  
18 think of anything else, I'll shoot you an email, but I  
19 can't think of anything else that we'll need from you.  
20 Is there anything that maybe we didn't ask you that you  
21 feel like we should --

22 MS. MORRISON: No.

23 MS. BELL: No?

24 MS. MORRISON: I kind of didn't know what  
25 you guys would want to ask me, so I was stumped with

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1 that myself.

2 MS. BELL: Well, thank you for your recap.

3 It was helpful.

4 MS. MORRISON: Absolutely.

5 MS. BELL: Thank you. And that ends our  
6 interview. Thank you.

7 (Whereupon, the above-entitled matter went  
8 off the record.)

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C E R T I F I C A T E

MATTER: EL FARO INCIDENT OFF THE COAST  
OF THE BAHAMAS ON OCT. 1, 2015  
NTSB Accident No. DCA16MM001  
Interview of Kristen Morrison

DATE: 12-02-14

I hereby certify that the attached transcription of page 1 to 25 inclusive are to the best of my professional ability a true, accurate, and complete record of the above referenced proceedings as contained on the provided audio recording; further that I am neither counsel for, nor related to, nor employed by any of the parties to this action in which this proceeding has taken place; and further that I am not financially nor otherwise interested in the outcome of the action.

\_\_\_\_\_  
[Redacted Signature]

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KRISTIN MORRISON  
TAKEN ON  
DECEMBER 2, 2015

PAGE NUMBER	LINE NUMBER	CURRENT WORDING	CORRECTED WORDING
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3	6	Kristen	Kristin
4	22	Kristen	Kristin
13	17	Kristen	Kristin
25		Kristen	Kristin

If to the best of your knowledge, no corrections are needed kindly circle the statement "no corrections needed" and initial in the space provided.

NO CORRECTIONS NEED. \_\_\_\_\_

Initials

Kristin Morrison

Printed Name of Person providing the above information



Signature of Person providing the above information

12.28.15

Date